

**MEMORANDUM**

DM 02-05

DATE: October 28, 2002

TO: All Coal Mine Operators

FROM: Frank A. Linkous, Chief  
Division of Mines

SUBJECT: DMME – Division of Mines Rescue and Recovery Plan

In accordance with Section 45.1-161.77.F of the Coal Mine Safety Laws of Virginia, a copy of the 2003 Division of Mines' Rescue and Recovery Plan is attached. The "Mine Emergency Notification Sheet" included in the attached Rescue and Recovery Plan should be filled out and posted in a conspicuous location at the mine to be readily available should an emergency arise. If you have any questions or comments regarding this plan, please contact your Division of Mines' Inspector or call me at (276) 523-8226.

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Attachment

c: Benny R. Wampler  
Mike Abbott  
Division of Mines Personnel

# RESCUE AND RECOVERY PLAN

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# **RESCUE AND RECOVERY PLAN**

## **INTRODUCTION**

An emergency can be defined as an unforeseen incident requiring prompt action. Mine emergencies occur unscheduled and include events such as fires, explosions, entrapments and inundations. Familiarization with contingency plan for emergency operations is important.

The intent of the “Rescue and Recovery Plan” is to prepare Division of Mines (DM) personnel to effectively carry out the Division’s role in the event of a mine emergency. This role is to assure that rescue and recovery activities are conducted safely while providing for:

- ☐ The safety of personnel involved in rescue and recovery
- ☐ The rescue of survivors
- ☐ The recovery of the victims and the mine

Division of Mines personnel will familiarize themselves with the details of the plan and the responsibilities associated with their position.

## **NOTIFICATION**

The success of rescue and recovery during a mine emergency is greatly influenced by the initial notification and the accuracy of information received by the first person to arrive at the scene. It is important that the first person at the Division of Mines notified of a mine emergency obtain as much detail as is available so appropriate DM personnel can be accurately informed and respond accordingly. This information should include:

- ☐ Company and Mine Name/Number
- ☐ Mine Location
- ☐ Mine Telephone Number
- ☐ Name of Person Reporting Emergency
- ☐ Nature of Incident
- ☐ Time and Date of Incident
- ☐ Degree of Seriousness and Effect on Mine
- ☐ Names or Number of Injured and/or Unaccounted for Persons
- ☐ Brief Description of Incident
- ☐ Present Status of Situation

Once notification of a mine emergency is received by any DM representative, the information is forwarded immediately to the Emergency Response Team (ERT), area Mine Inspector Supervisor and the Chief. ERT personnel are assigned to four person teams, supervised by the coordinator, with one team assigned to the Big Stone Gap and the other to the Keen Mountain inspection areas. The ERT personnel and coordinator are specially trained, prepared and equipped to respond to and investigate all major mine emergencies.

It is very important that DM be represented as soon as possible at the site of any mine emergency. DM staff, including the ERT personnel, are required to respond to any emergency scene in accordance with the Coal Mine Safety Laws of Virginia §45.1-161.80 and DM Emergency Response Procedures. The first designated representative to arrive at the emergency scene will assume responsibility for the Agency until relieved or assigned other duties. Policies of the Department of Mines, Minerals and Energy (DMME) including the Emergency Response Procedures, Rescue and Recovery Plan, and DMME Media Relations Plan will be complied with throughout the emergency.

## **RESPONSIBILITIES**

- ❑ The receiver of the initial notification of a mine emergency will document pertinent information and immediately initiate the internal emergency response process by notifying an ERT member and the area Mine Inspector Supervisor. The ERT member notified will initiate the communications process to other ERT personnel.
- ❑ Verify any rumor of a mine emergency. If communication systems are inoperative, the information will be verified according to DM Policies and Procedures.
- ❑ The area Mine Inspector Supervisor will notify the Chief and coordinate notification of other DM personnel for response to the scene of the emergency or for stand-by status.
- ❑ The ERT coordinator and assigned area ERT team will respond promptly to the scene and initiate DMME Policies and Procedures with assistance from other DM staff.
- ❑ The Chief maintains overall responsibility for the direction of all Division activities during the emergency period. The Chief, with assistance from the Mine Safety Engineer and Mine Inspector Supervisors, will coordinate activities of the Emergency Response Teams through the ERT Coordinator.
- ❑ An assigned Emergency Response Team member will assume, when necessary, the duties of Mine Rescue Coordinator, and provide assistance and advice to the Chief in regard to mine rescue activities.

- ❑ In consultation with the ERT Coordinator, the Mine Inspector Supervisor and Mine Safety Engineer will notify and dispatch any additional DM personnel needed at the emergency scene.
- ❑ The Chief will contact and brief the Deputy Director and DMME Public Relations Manager.
- ❑ The Chief will coordinate mine emergency response activities with various Mine Safety and Health Administration (MSHA) officials, mine operators and representatives of mine labor.
- ❑ The DMME Public Relations Manager will be responsible for communicating with the media, MSHA, mine operators and any other representatives regarding media releases.
- ❑ A comprehensive record of activities will be maintained throughout the emergency period. The first DM representative to arrive at the scene will be responsible for maintaining a record of activities until relieved of this task.

## **DUTIES**

Special duties may be assigned to DM personnel at the emergency scene to assist in maintaining control and coordinating rescue and recovery activities. The assignments will be coordinated with the ERT Teams, MSHA, the mine operator and representatives of the miners.

- ❑ The following assignments may be made to DM staff to assist with rescue and recovery efforts: Command Center Coordinator, Surface Coordinator, Ventilation Coordinator and Electrical Coordinator. These coordinators will be responsible for applicable functions and record keeping associated with pertinent rescue activities.
- ❑ The emergency scene will be secured and only those persons involved with and supporting the rescue and recovery will be authorized in the area.
- ❑ An accurate written record of all rescue and recovery activities will be maintained by a DM representative during the entire rescue and recovery effort.
- ❑ A check-in-out system for personnel entering and leaving the mine will be established and maintained by a DM representative.
- ❑ DM Technical Specialists in the areas of ventilation, roof and electricity will be available to assist with emergency efforts.

- ❑ Surface and underground mine atmosphere monitoring stations will be established and monitored by DM personnel with a record maintained for all tests and samples taken.
- ❑ Regular media briefings will be coordinated by the Public Relations Manager.

## **MINE EMERGENCY DATA**

Company Name \_\_\_\_\_

Mine Name/Number \_\_\_\_\_

Mine Location \_\_\_\_\_

Mine Telephone Number \_\_\_\_\_

Nature of Emergency \_\_\_\_\_

Name of Person Reporting Emergency \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Approximate Time of Incident \_\_\_\_\_

Degree of Seriousness \_\_\_\_\_

Names or Number of Injured and/or Persons Unaccounted For \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Description of Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Status of Mine, Ventilation and Electrical System \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Status of Situation \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **MINE EMERGENCY NOTIFICATION SHEET**

Company Name \_\_\_\_\_

Mine Name/Number \_\_\_\_\_

Mine Location \_\_\_\_\_

Mine Index No. \_\_\_\_\_

Federal I.D. No. \_\_\_\_\_

Rescue Squad Phone No. \_\_\_\_\_

County Sheriff's Department Phone No. \_\_\_\_\_

Mine Rescue Coverage Phone No. \_\_\_\_\_

Virginia State Police Phone No. \_\_\_\_\_

### Company/Mine Officials

### Phone Numbers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### Employee Representative

_____	_____
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### Virginia Division of Mines

	Office Hours	After Hours
Frank A. Linkous, Chief	(276) 523-8226	(276) 328-9118
Carroll Green, Mine Inspector Supervisor	(276) 523-8232	(276) 835-8736
Michael Willis, Mine Safety Engineer	(276) 523-8231	(423) 357-1923
Opie S. McKinney, Mine Inspector Supervisor	(276) 498-4533	(304) 425-7478
John Thomas, Mine Inspector Supervisor	(276) 523-8228	(276) 546-4081

### Mine Safety and Health Administration

MSHA, District 5	(276) 679-0230
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